

**CRYSTAL BLUFFS TOWNHOME ASSOCIATION**  
**QUARTERLY MEETING OF THE BOARD OF DIRECTORS**

*A meeting of the Board of Directors of the Crystal Bluffs Townhome Association was held on Wednesday, February 7, 2024, 3:00 PM at the office of Silver Mountain Properties, Carbondale, Colorado, County of Garfield.*

**RECORD OF PROCEEDINGS**

- 1) **CALL TO ORDER:** The meeting was called to order by President, Peggy Beeler, at 3:01pm. Board members present included Peggy Beeler (phone), Sara Gilbertson, Chris Coyle, and Ginny Rutkowski. Gay Zanni was unable to attend. Other homeowners present included Lance and Minerva Bronk. Also present were Bill Crowley, Kari Crowley, and Nick Cova from Silver Mountain Properties. Nick assumed the role of secretary to prepare a recording of the meeting.
  - a) Approval of the previous Meeting Minutes, 11/1/2023: No changes were requested, and a motion was made by Sara Gilbertson to approve the minutes from the previous meeting. The motion was seconded by Chris Coyle and approved by the rest of the Board.
  
- 2) **OPEN FORUM:** Lance and Minerva expressed that they were appreciative of the work that Magdiel Vega has done to keep the ice and snow clear in the shadier driveways.
  
- 3) **MANAGER'S REPORT:**
  - a) Financial Report: Kari Crowley from Silver Mountain provided a summary of the 2023 year-end financials by going through all pertinent line items and providing context as necessary. The numbers presented did not differ too much from what was shown at the annual meeting. All told, the Association ended the year in good standing in both operating and reserve funds. Now that the roofs have been completed, Bill Crowley from Silver Mountain agreed to go back and update the reserve study himself so that the 30-year projections will accurately reflect where the Association currently stands.
  
- 4) **BOARD ACTION ITEMS APPROVED VIA EMAIL:**
  - a) Approval for CD renewal 12/20/2023
  
- 5) **OLD BUSINESS:**
  - a) Revise bylaws recommended by Ben Johnston of JVAM: Sara Gilbertson informed the Board that she is still working on converting all governing documents into Microsoft Word. Once that has been completed, the BOD will workshop the desired document changes among themselves before having them reviewed by Ben Johnston. All were in agreement that this was a good way to keep legal costs at a minimum.
  
- 6) **NEW BUSINESS:**
  - a) Snow removal in low areas in driveway at 1264: It was noted that the snow removal in these low areas has been a lot better this year.
  - b) Approve Painting Contractor buildings 1254-1260: Nick presented two bids that he had received for the upcoming painting project. The Board reviewed both bids and a discussion ensued regarding whether or not it would be prudent to get a third bid. Ultimately, it was agreed that the price from Colorful

Colorado Painting was acceptable and that it made sense to go with them again due to their familiarity with the neighborhood. It was also agreed that Paulino did very high-quality work and was a pleasure to deal with professionally. Therefore, a motion was made by Sara Gilbertson to accept the bid from Paulino. The motion was seconded by Ginny Rutkowski and approved by the rest of the Board. A discussion then took place regarding the siding repair that will be done prior to painting. Nick informed the Board that he had spoken with Billy Eason and Billy had offered to perform this work at a rate of \$65 per hour plus materials. The Board was in agreement on the price and scope of work. Therefore, another motion was made by Sara to approve Billy Eason for the siding repair. The motion was seconded by Ginny and approved by the rest of the BOD.

- c) **Board Positions and Tenures:** Prior to assigning positions and tenures for the year, Chris Coyle informed those in attendance that he would be resigning from the Board of Directors. The Board thanked Chris for his time and efforts over the years. Chris agreed to be available from time to time to provide guidance, since his knowledge and relationships in the community are a huge asset. It was then discussed that Rob Benedetti had previously expressed a desire to serve on the Board should a position open up. A motion was made by Sara Gilbertson to appoint Rob Benedetti to the Board to fill Chris' vacant seat. The motion was seconded by Chris Coyle and approved by the rest of the Board. Since there were technically now two board members absent from the conversation, it was agreed that the positions and tenures would be set and approved via email in order to allow all members to have input.

**7) EXECUTIVE SESSION** (If required): N/A

**8) SCHEDULE OF NEXT MEETING:** The next meeting will be held on Wednesday May 1<sup>st</sup> at 3:00pm at the RVR Ranch House Conference Room.

**9) ADJOURNMENT:** With nothing further to discuss, a motion was made by Sara to adjourn the meeting. The motion was seconded by Chris, and the meeting was officially adjourned at 3:41pm.

Respectfully submitted,

/s/ Nick Cova  
Secretary to the Meeting

/s/ Peggy Beeler  
President